

## Author Guidelines

*Health Physics* welcomes original, unpublished manuscripts (English language only) in the theoretical or applied fields of radiation protection, including ionizing and nonionizing radiation. Topics not dealing with some aspect of radiation protection are unsuitable for publication in *Health Physics*.

### Address manuscripts to:

**Kenneth L. Miller**  
Editor, *Health Physics* Journal  
Editorial Office  
M. S. Hershey Medical Center  
500 University Drive  
Hershey, PA 17033  
(717) 531-8027 (phone)  
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### MANUSCRIPT PREPARATION

*Health Physics* manuscripts include Papers, Review Articles, Notes, Operational Topics and Forum articles, and Letters. All manuscripts must be submitted in accordance with the following rules:

- Submit **one original and two copies** which include photocopies of all tables and figures. A set of original, **camera-ready art** (laser prints or glossies) must be supplied with each submittal. Dot matrix art is not acceptable.
- Detach or photocopy the form on the back of these Guidelines and send with the submission. Be sure it is complete, including signatures from all authors.
- Manuscripts must be double-spaced and typewritten (no dot matrix) on one side of 216 × 279 mm (8½ × 11 in.) paper with pages numbered consecutively. Margins along all edges should be at least 2.5 cm (1 in.) wide.
- The title, name, complete address of author(s), and abstract should appear on the first page.
- A separate list of figure captions and footnotes should follow the reference section. Table captions should appear above each table.
- Manuscripts must be prepared in accordance with the style requirements below.

### TYPESETTING FROM DISKETTE

To expedite publication, *Health Physics* is now accepting revised manuscripts on diskette. When submitting a revised manuscript, authors are encouraged to send an electronic version of the paper along with the required two hard copy printouts. (See detailed instructions under "Revision of Manuscripts.")

### ABSTRACTS

An abstract is **one** concise paragraph depicting the most important information of the manuscript. The abstract should contain a short statement of the purpose or objectives of the study, a brief description of the methods, and major conclusions. Abstracts must be included with Papers, Review Articles, Notes, and Operational Topics and Forum articles.

### MANUSCRIPT CLASSIFICATION

When submitting your manuscript to *Health Physics*, please be sure to classify it according to the following definitions:

- **Paper:** A full treatment of new and original research or a thorough examination of an applied problem. A Paper must be the first publication of original research results and in a form whereby readers can repeat the experiments and test the conclusions. A Paper will define a problem, describe the methods to study the problem, present new results, put the results into perspective with existing literature, and extend our knowledge of the subject.
- **Review Article:** A summary, analysis, or synthesis of information that has already been published. While most Review Articles will deal with a scientific topic, some will review an operational health physics problem. A Review Article will normally have only one or two authors who are experts on the subject.

- **Note:** A preliminary or short communication that adds to our knowledge of the problem or describes a technique or approach to a problem. A scientific Note may contain original data often accompanied by interesting speculation but may not necessarily tie down all loose ends or make conclusions about the overall aspects of the research problem. Final conclusions about an overall research problem are often reserved for the full Paper. The overall length of a Note should not exceed four Journal pages (12 typed, double-spaced pages).
- **Operational Topics article:** An Operational Topics manuscript may describe an applied problem or investigation along with methodology and discussion of results, or it may provide a complete description and evaluation of an operational program that has proven successful and may be useful to others. Shorter manuscripts in this section may be a brief but complete description of one aspect of an applied program, such as a new approach to personnel monitoring, a unique instrument calibration facility, or some other element of a program. Results of measurements should be included to demonstrate improvements in programs, validate models, show trends, or otherwise strengthen papers.
- **Forum article:** A Forum article offers an opinion from an expert in the subject described, sets direction for the profession, or reviews a current professional problem. Committee reports and Health Physics Society position papers are published as Forum articles.
- **Letter:** A Letter presents a single piece of new information, comments on editorial policy or content of *Health Physics*, or responds to criticism or comments in another Letter.

### REVISION OF MANUSCRIPTS

- Revised manuscripts returned within **one month**, from authors within North America and within two months from those outside North America, will receive **priority handling** status by the Editorial Office staff and associate editors.
- One original, including camera-ready art, and one photocopy of the revised manuscript and art must be returned **within six months** to remain in active status. Manuscripts returned after six months will be treated as new submissions and will require further peer review.
- Either incorporate the reviewers' and associate editor's comments into the text and art, or rebut them on a point-by-point basis in the cover letter.
- Return the original manuscript marked by the reviewers and associate editors.
- Complete and return the transfer of copyright agreement.
- When submitting a revised manuscript, authors are encouraged to send an electronic version of the paper along with the required 2 hard copy printouts.
- Please include all parts of the manuscript in one file. However, tables and mathematical material, such as equations, need not be included in the file as these items must be typeset in the traditional manner.
- Please label the diskette with *Health Physics*, the first author's name, the name of the computer used, the name and version of the operating system, the name and version of the word processing program, and the name of the computer file used to access the manuscript.

**Note:** It is imperative that the authors ensure that the disk file is the most recent version of the manuscript and that it matches the most recently submitted hard copy.

## STYLE REQUIREMENTS

- Use third person voice when writing the manuscript; avoid using first person voice.
- Be sure to include the following section headings with a Paper or Note, and other manuscripts as they apply: Introduction, Materials and Methods, Results, Discussion, and Conclusions. Operational Topics manuscripts, Forum articles, and Review Articles may have some variation of these section headings.
- List the day before the month and year when referring to specific dates (1 January 1992, not January 1, 1992).
- Indent all paragraphs but the first.
- Center, but do not underline, main headings.
- Capitalize and spell out "Table" in the text. Abbreviate "Figure," e.g., Fig. 1 in all cases.
- The full name of elements should be spelled out (strontium, iodine) except when nuclide mass numbers are used ( $^{90}\text{Sr}$ ,  $^{131}\text{I}$ ).
- The first time an abbreviation or acronym appears, it must be preceded by the full name for which it stands.
- Spell out numbers one through nine unless they precede a unit; spell out the words gamma, alpha, and beta.
- Use negative exponents instead of slashes, e.g.,  $1\text{ Gy y}^{-1}$  rather than  $1\text{ Gy/y}$ .
- Do not use "E-notation." Use power of 10 in text, tables, and figures, e.g.,  $2.58 \times 10^{-4}$  rather than 2.58 E-4.
- Do not use the historic names RaA, RaB, RaC, ThA, ThB, etc.  $^{218}\text{Po}$ ,  $^{214}\text{Pb}$ ,  $^{214}\text{Bi}$ , etc., should be used instead.
- Abbreviations of units and the symbol for percentage (%) must be used only when preceded by a numeral, e.g., 30% or 1 Bq.
- Avoid end-of-line hyphenations to prevent typesetting confusion. It is acceptable to justify the margins.
- Use CBE style (Council of Biology Editors) for footnote symbols throughout the entire text (i.e., \*, †, ‡, §, ||, ¶, #, \*\*, ††, ‡‡, etc.).
- In the text, where trademarked items and other equipment are first mentioned, include the complete product designation and manufacturer's full name and address as a footnote.
- Use the International System of Units (SI) in all submissions, including Letters to the Editor (see below).

## TABLES

- All tables are typeset directly from what the author submits; therefore, be sure all data are correct before submitting to *Health Physics*.
- Submit an original and two photocopied sets of tables. List the appropriate caption above each table.
- Each table must be provided on a separate sheet of paper. Never imbed tables in text.

To assure clarity and uniformity, follow these rules in constructing tables:

- Use **only** horizontal lines to separate components of tables.
- Do **not** enclose tables in boxes.
- Identify each column and row.
- Give units in parentheses using negative exponents, not slashes.
- Use superscript notation for powers of 10 (i.e.,  $10^3$ ) rather than E-notation (i.e., E3).
- Data should be single-spaced and aligned on the decimal point. Do **not** leave open decimal points, i.e., write 0.23, not .23.
- Use normal capitalization in captions and footnotes. That is, only capitalize the first word.
- Use letters, not numbers or symbols, as table footnote indicators. That is, use a, b, c rather than 1, 2, 3 or †, ‡, §.
- Acknowledge data from other sources with citations to references. Citations may be placed in the caption, the main body of the table, or in footnotes as appropriate.

## FIGURES

- One clear, high-quality, camera-ready version of each figure must be provided with each submission. Dot matrix and carbon copies will not be accepted.

- Photocopies of each figure must be included with each photocopied submittal.
- Most figures will be reduced to a one-column width (3¼ inches wide). Try to submit figures at this width with type (letters and data points) no smaller than ¼ inch. Those figures that cannot be submitted at a one-column width may be submitted at a two-column width (6¼ inches wide) with type no smaller than ⅛ inch. Figure reduction/enlargement and placement within the article are decided by the Editorial Office staff and the publisher.
- A separate, double-spaced list of figure captions must be provided. Do not include captions on actual figures.
- Figures must be labeled on back in pencil with arabic numbers, proper direction (e.g., top), and the first author's last name.
- Each figure must be provided on a separate sheet of paper following the reference section. Do not imbed figures in the text.
- Figure legends, which describe data points, must appear in the upper right or left corner of the figure or in the caption.

## REFERENCES

- The accuracy of the reference list and information from other sources cited in the text is the responsibility of the author, not the copy editor.
- Use the author's (authors') last name and year of publication when citing references in the text (e.g., Smith 1988; Todd and Warren 1990; Brown et al. 1991).
- The reference list is alphabetized on a letter-by-letter basis (e.g., de Gaulle is listed before Delmont). References cited in the text should be listed in chronological order (e.g., Smith 1988, 1990; Jones et al. 1992).
- Acceptable publications for the reference list include journal articles, books, technical reports, cataloged theses and dissertations, proceedings, letters to the editor, patents, maps, recordings, etc. Articles accepted for publication, but not yet published, may be included in the reference list as "in press."
- Footnote unpublished materials, which include personal letters and internal memoranda, private tape recordings, user's manuals, data to be published, etc.
- The following are examples of *Health Physics* reference list items:

### Standard journal article

- Kaul, A. The Chernobyl reactor accident: Quantification and estimation of radiation risk. *Bundesgesundheitsblatt* 29:244-248; 1986 (in German).
- Kralick, S. C.; Watson, J. E., Jr.; Croslin, S. W. Neutron dosimetry in the containment of a pressurized water reactor using a neutron-sensitive dosimetry system. *Health Phys.* 50:761-768; 1986.

### Books

- Council of Biology Editors, Inc. CBE style manual: A guide for authors, editors, and publishers in the biological sciences. 5th ed. Bethesda, MD: Council of Biology Editors, Inc.; 1983: 47-65.
- Turner, J. E. Atoms, radiation and radiation protection. First printing. New York: Pergamon Press; 1986.
- U.S. Nuclear Regulatory Commission. Code of federal regulations. Washington, DC: U.S. Government Printing Office; 10 CFR Part 20; 1992.

### Technical report

- International Commission on Radiological Protection. Limits for intakes of radionuclides by workers. Oxford: Pergamon Press; ICRP Publication 25. Part 1: *Ann. ICRP* 2(3/4): 1-116; 1979.

### Proceedings

- Miller, C. W.; Hoffman, F. O. An analysis of reported values of the environmental half-time for radionuclides deposited on the surfaces of vegetation. In: Environmental migration of long-lived radionuclides, proceedings of an International Atomic Energy Agency conference. Vienna: IAEA; IAEA-SM-257/63; 1982:97-111.

## INTERNATIONAL SYSTEM OF UNITS

The International System of Units (SI) should be used in all manuscripts. It is also acceptable to give SI units first, followed by traditional units in parentheses.

*Conversion between conventional radiation units and SI units.*

Conventional unit	SI unit
1 Ci	$3.7 \times 10^{10}$ Bq = 37 GBq
27 $\mu$ Ci	$1 \times 10^6$ Bq = 1 MBq
1 rad	0.01 Gy = 10 mGy
1 rem	0.01 Sv = 10 mSv

Other information regarding SI units may be found in NCRP Report No. 82, *SI Units in Radiation Protection and Measurements*.

### KEY WORDS

For subject indexing purposes, six key words should be provided on the submission form on the back of these Guidelines. For an idea of commonly used key words, see the subject indexes in the December and June issues.

### FOOTNOTES

- Submit all footnotes together on a separate page at the end of the article.

### LETTERS

- Letters must be submitted in accordance with the rules for **manuscript preparation**. Do not submit the text of the letter on letterhead stationery.
- Letters should express a personal point of view. Authors should try to confine comments to three double-spaced, typewritten pages or less.
- A title must be supplied by the author and placed before the salutation "Dear Editors."
- Name and address of author(s) must appear at the end of the letter. Anonymous letters will not be published.
- Letters commenting on another author's work will be sent to the author in question for possible reply. Both the comment and reply letters will be published together.

### SOFTWARE AND BOOK REVIEWS

- All reviews must be double-spaced and typewritten on plain paper. Do not use letterhead stationery.
- Submit one original and two copies to the software editor or book editor. Do not submit reviews directly to the Editorial Office.
- Software reviews must contain a heading with the following information: software name; manufacturer's full name, address, and telephone number; list price; demonstration price; requirements (e.g., 640k memory, graphics display, etc.); summary.
- Any person interested in reviewing software should contact George J. Vargo, Battelle Pacific Northwest Laboratories, Battelle Blvd., P.O. Box 999, Richland, WA 99352, phone: (509) 375-6836; fax: (509) 375-2019.
- Book reviews must contain a heading with the following information: book title; author or editor; publisher's name and full address; year of publication; number of pages; price; ISBN number.
- Any person interested in reviewing books should contact Michael T. Ryan, Book Editor, 768 Glossy Ibis Lane, Kiawah Island, SC 29455, phone: 803-259-1781, fax: 803-259-7928.

### NEWS AND NOTICES

News items and meeting notices should be sent at least three months in advance of the issue date to: R. V. Griffith, News Editor, International Atomic Energy Agency, P.O. Box 100, A-1400, Vienna, Austria. Fax: (43) 1-234564.

### PAGE PROOFS, PUBLICATION CHARGES, REPRINTS

- Authors will receive typeset page proofs from Cadmus Journal Services within three weeks of acceptance. Authors must proof-read the pages, especially tables and equations, and return the proofs to the Editorial Office within 48 hours.
- The author or author's institution is expected to pay \$70 per published page, entitling the author to 50 free reprints. Billing will follow publication.
- The decision to accept or reject a manuscript is that of the editor-in-chief and is based on recommendations of the associate editors following peer review.

### AUTHOR RESPONSIBILITY AND ACKNOWLEDGMENT

- Authors are responsible for the entire content of their manuscript, including text, tables, figures, and references. Authors must also be certain that their manuscript, or a similar version, has not been or will not be published elsewhere (see submission form).
- Authors must obtain written permission by the author and publisher to reproduce previously published tables and figures. The source of this material must be noted on the manuscript itself.
- While every effort is made by the publishers and Editorial Board to ensure that no inaccurate or misleading data, opinions, or statements appear in *Health Physics*, they wish to make it clear that the data and opinions appearing in the articles and advertisements herein are the sole responsibility of the contributor or advertiser concerned. Accordingly, the publisher, editors and their respective employers, officers, and agents accept no responsibility or liability for the consequences of any such inaccurate or misleading data, opinions, or statements.

### CHECKLIST FOR ORIGINAL SUBMISSIONS

Authors, did you:

1. Send an **original** and **two copies** of the manuscript, tables, and figures?
2. Supply an original, **camera-ready** set of figures (laser prints or glossies)?
3. Double-space all parts of the text, using proper margins throughout?
4. Write a concise, one-paragraph abstract?
5. Use SI units and proper referencing style?
6. Complete and mail the submission form?
7. Send a copy of a permission letter to reprint a table or figure previously published?

### CHECKLIST FOR REVISED MANUSCRIPTS

Authors, did you:

1. Send an **original** and **one copy** of the manuscript, tables, and figures? Include the most recent version on diskette?
2. Supply one original, **camera-ready** set of figures (laser prints or glossies)? If your manuscript is accepted, the figures you supply with the revision will be photographed. Therefore, be sure to check the accuracy of all figures.
3. Return the original manuscript marked by the reviewers and/or associate editor?
4. Complete and include the transfer of copyright agreement?
5. Follow the format for an original submission, including all style requirements?
6. If all reviewer and associate editor comments were not incorporated into the text and art, include a point-by-point rebuttal in the cover letter?